

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
MEDICAL ASSISTANCE ADMINISTRATION  
Olympia, WA**

**To:** HCFA-1500 Claim Form Users  
Managed Care Plans  
Regional Administration  
CSO Administrators

**Memorandum No.:** 02-17 MAA  
**Issued:** April 22, 2002

**From:** Douglas Porter, Assistant Secretary  
Medical Assistance Administration

**Subject: MAA to Discontinue Supplying Paper HCFA-1500 Claim Forms**

**To support electronic billing of medical assistance claims, the Medical Assistance Administration (MAA) will cease providing paper HCFA-1500 claim forms as soon as current stock is gone.**

After MAA's remaining inventory of HCFA-1500 claim forms is gone, providers who choose to use paper HCFA-1500 claim forms will need to purchase them through commercial forms manufacturers.

***Remember!*** Providers who choose to bill using paper HCFA-1500 claim forms **must use only the original preprinted red and white HCFA-1500 claim forms** (version 12/90 or later, preferably on 20# paper). This form is designed specifically for optical character recognition (OCR) systems. **Scanners used for optical character recognition (OCR), such as those used by MAA, cannot read black and white** (copied, carbon, faxed, or laser printer generated) HCFA-1500 claim forms.

Providers must continue to use the Billing Claims Forms Request (DSHS 17-101A) to reorder the Pharmacy Statement form and the other DSHS claim adjustment forms. This form (DSHS 17-101A) is currently being updated and will soon be available on-line at: <http://www.wa.gov/dshs/dshsforms/forms/eforms.html>.

**Please consider the many benefits of electronic billing:**

Electronic billing, whether by MAA's Electronic Claims Submission (ECS) system or by MAA's Medical Assistance Claims Network (MACNET) operated by MAA's Electronic Media Claims (EMC) department:

- Reduces your paper production and mailing costs; and
- Results in quicker payments (on average, MAA pays electronic claims within nine days, whereas paper claims take 23 days to process).

For further information about MAA's ECS system via the Internet, please go to <http://ecs.dshs.wa.gov> or call (360) 725-1147. For questions regarding MAA's MACNET system, see MAA's Electronic Billing Instructions located at: <http://maa.dshs.wa.gov> (Open Provider Publications/Fee Schedules) or call (360) 725-1267.



State of Washington  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
PO Box 9245, Olympia, WA 98507-9245

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